



AGENDA

PERSONNEL COMMITTEE Meeting Notice

Date: Wednesday, November 4, 2015; 2:00 p.m.
Location: Committee Room 263, City Hall
Commissioners: Wiener (Chair), Tang (Vice Chair) and Avalos

Clerk: Steve Stamos

1. **Roll Call**
2. **Approve the Minutes of the December 2, 2014 Meeting – ACTION***
3. **Recommend Adoption of a New Program Analyst Job Classification and Reclassifying Two Positions – ACTION***

In May 2014, the Board approved a staff reorganization plan to address staff capacity issues with new goals and responsibilities, existing workload management needs and issues, and retention and succession planning. That plan added eight full-time equivalent (FTE) positions, and since then the Transportation Authority has hired seven of the eight new positions, with the current vacant position being a Senior Engineer in the Capital Projects Division. There is also an existing vacant Senior Engineer position (due to a retirement) in the Policy and Programming Division. As we have been implementing the new organizational structure over the past year, we have continued to pay close attention to workload management needs, striving to address them through a combination of the staff reorganization plan, as well as changes to our business processes and practices such as with the recent implementation of the new enterprise resource planning software, which simplified a number of tasks. Based on these considerations, along with opportunities afforded by recent hires, we have concluded that the current vacant positions, Senior Engineers in the Policy and Programming and Capital Projects Divisions, would better align with near-term work program needs if the positions were reclassified to a Program Analyst in the Policy and Programming Division (a new job classification for the agency) (Attachment 1) and a Principal Transportation Planner in the Planning Division, respectively. Attachment 3 shows the proposed changes to the organizational structure, which would retain the current number of full-time equivalent positions (41).

4. **Recommend Adoption of the Revised Salary Structure for Selected Job Classifications – ACTION***

The Transportation Authority's Personnel Manual calls for a periodic review of the Transportation Authority job classification structure to benchmark the Transportation Authority's remuneration package against comparable agencies, and to recommend modifications as appropriate. The Transportation Authority Board last approved revisions to the Transportation Authority's job classification structure in May 2013 (Resolution 13-50), using Fiscal Year (FY) 2012/13 as the base year for salary ranges for all staff job classifications, while the Executive Director job classification was last approved in FY 2005/06 (Resolution 06-65). We contracted with Koff & Associates, Inc. (Koff), a human resources consulting firm experienced in compensation and employee benefits surveys and analysis, to conduct a total compensation study (Attachment 1) for the Transportation Authority's 23 job classifications. The study included a comprehensive review of the Transportation Authority's job classifications, descriptions, base compensation and benefits. Koff externally

compared 15 classifications against 6 comparator agencies, and used these results to internally align the balance of the classifications using internal equity principles. The results of this review were compiled and analyzed, and provided the basis for the proposed changes to the salary structure (Attachment 2). Adoption of the revised salary structure does not have immediate budgetary implications because salary increases are only granted on the basis of performance, not for inflation or as blanket cost-of-living increases. In addition, funding for range adjustments for current positions is subject to the Transportation Authority's annual budget approval process.

5. Introduction of New Items – INFORMATION

During this segment of the meeting, Committee members may make comments on items not specifically listed above, or introduce or request items for future consideration.

6. Public Comment

7. Adjournment

* Additional materials

If a quorum of the Transportation Authority Board is present, it constitutes a Special Meeting of the Transportation Authority Board. The Clerk of the Authority shall make a note of it in the minutes, and discussion shall be limited to items noticed on this agenda.

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